Atılım University Graduate School of Social Sciences

Thesis Writing Process

- Please follow the steps provided below throughout the processes of thesis writing, delivery, and defence.

1. Appointing Thesis Advisors
   - Thesis advisors are appointed at the beginning of the 2nd semester for master's students, and 3rd semester for PhD students.

2. Decide On a Title
   - The thesis title should be decided on in collaboration with your thesis advisor until the beginning of the 3rd semester. A thesis proposal should be submitted at the same time.
   - When you start to write your thesis, you are expected to register to your thesis course in every registration period. [Please choose the section allocated to your thesis advisor.]

3. Registering to the Thesis Course
   - The decision to defend the thesis is to be taken by consulting the thesis advisor.

4. Preparing for Your Defense
   - The copy of your thesis should be delivered at least one month before the desired date for the defense.
   - Please check the Academic Calendar to determine the date of your thesis defense.
   - Decisions regarding the thesis defense jury members, its date, time and venue are to be taken by the student in collaboration with the advisor. The details should be notified accordingly to the department.

5. Submitting a Copy of Your Thesis
   - You will be expected to provide the jury members with a printed, or an electronic copy of your thesis.

6. Arrangements for the Thesis Defense
   - Thesis advisors are automatically assigned; but if a change is requested, please complete the form B-1 Thesis Advisor Request/Change Form and submit it to the relevant head of department.
   - Please complete the B-2 Thesis Title Setting and Thesis Proposal Form and inform the Graduate School accordingly by the beginning of the 3rd Semester via the relevant head of department. (For PhD students, the B-2.1 form.)
   - Submit an electronic copy of the thesis to the Graduate School of Social Sciences via the Tez Kontrol/Thesis Check Moodle page.
   - Please have the document A-6 Thesis Defense Examination Report ready. (1 copy)
   - Please have the document A-5 Thesis Evaluation Report ready in 3 copies, to be completed by each jury member.
   - The forms A-5 and A-6 are to be delivered to the Graduate School by either the advisors or the departments, within 3 days the latest, following your thesis defense session.
After a successful thesis defence, please check and edit your thesis according to the required format rules.

To check your thesis with regard to format, please refer to Atılım University Graduate School of Social Sciences Thesis Writing Guideline and the Thesis Writing Checklist. Then, please register to the “Thesis Check” course on Moodle account, upload your thesis to the platform, and sent to sbetekontrol@atilim.edu.tr for formal control and after corrections wait for your approval for publication.

You are expected to deliver the items below to the Graduate School of Social Sciences within a month, the latest:

1) **3 bound copies** of the thesis in the format as per Graduate School requirements.
   Note: The “Acceptance and Approval” pages included in your thesis copies should be signed by a blue pen by all the jury members.

2) **3 electronic copies on CDs** in the PDF format

3) 4 copies of the form **Thesis Data Entry Form**